

The BAF Diploma at level 3 is a full-time two year course. The full diploma is equivalent to three and a half A levels and is made up of six components.

1 PRINCIPAL LEARNING This takes the same teaching time as 2 A levels and covers all you need to know about Business, Administration and Finance at advanced level. You'll learn about the issues that are affecting businesses today, how they work and what skills you need to work in them. This will include communication and interpersonal skills, citizenship, team working, administration, research and analysis, and giving presentations.

2 ADDITIONAL & SPECIALIST LEARNING (ASL)

You choose an additional course to take alongside your principal learning. This might, for example, be an A level in ICT if you are into business systems, or another A level subject that you can use to set up your own business in the future or as preparation for university e.g. law, politics or a language or a subject you enjoy.

3 FUNCTIONAL SKILLS

You will continue to do some English, Maths and ICT work as part of your Diploma course. These are called functional skills and will relate to the work you are doing in the Business Diploma.

4 PERSONAL, LEARNING AND THINKING SKILLS (PLTS)

These are skills like team-working, creative thinking and self-management which are needed in preparation for life, study and work,

5 WORK EXPERIENCE

Your Diploma course includes at least 10 days work experience, using the skills you have learnt in the classroom. This work experience may be with a small local firm where you could look at a variety of roles e.g. finance, human resources and marketing. It could also be with a larger organisation, looking at one particular aspect of their work.

6 STUDENT PROJECT

You will do a project on a topic of your choice, using the skills and knowledge that you have developed on your Diploma course. It could be a written piece of work investigating something that interests you, or something more practical e.g. setting up some market research to find out about buying trends.

ENTRY REQUIREMENTS

At least five GCSEs at grade C or above, and a strong interest in all aspects of business.

PROGRESSION

This diploma will prepare you for employment and apprenticeships as well as degrees at university.

FURTHER INFORMATION

The Diploma is different to other business courses in that local and national employers have been involved in developing the course. You will have much more contact with local businesses than in more traditional courses, and at least half of your principal learning will be directly applied to real businesses. You will be learning what business is all about and how it works from the people who know, as well as developing important skills like self-motivation, team working and good communication.

Websites: www.direct.gov.uk/diplomas www.baf-diploma.org.uk
Go to the websites and see the videos – you can see what it is like!